



**POLICY TITLE:** Philanthropic Solicitation of Vendors

**Responsible Department:** Audit and Compliance

**Creation Date:** Prior to 1/2004

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## **SUMMARY & PURPOSE:**

All charitable contributions received from vendors must directly benefit a Baptist Health South Florida entity or the Foundation.

## **POLICY:**

Other than authorized executives, solicitation of vendors for charitable contributions or sponsorships may only be led by the Foundation. Individual employees or departments may not solicit vendors for gifts or contributions.

## **SCOPE/APPLICABILITY:**

This policy applies to all employees of Baptist Health South Florida.

## **PROCEDURES TO ENSURE COMPLIANCE:**

1. No donation requests of any type may be made while an active competitive RFP (request for proposal) process is underway involving the vendor. Care should be taken by the Foundation to work with the appropriate member of management to ensure compliance to this requirement.
2. All charitable contributions received from vendors must directly benefit Baptist Health or a charitable initiative sponsored by Baptist Health.
3. Under no circumstances may a check be made payable to an individual or department within Baptist Health.
4. Baptist Health shall not accept donations that are in conjunction with a marketing effort or sales promotion.
5. Under no circumstances shall donations be accepted that require BHSF to use the donation to purchase supplies or services from the vendor making the contribution. An exception to this is on rare occasions when a vendor will offer to donate goods for a Foundation event (e.g. a ball or other event) but their internal policy is to write

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a check to the Foundation and require the Foundation to use the proceeds to purchase their product for the event.

6. All offers of charitable contributions should be referred to the appropriate Foundation representative.
7. Vendors wishing to make an educational grant for the furtherance of employee education must contribute the grant to the Foundation in accordance with Policy 828 *Vendor-Sponsored Travel and Related Expenses Policy*.

This policy also does not preclude a department of Baptist Health from accepting an occasional, unsolicited party or meal from a vendor as long as it is in accordance with the Employee Conflict of Interest Policy (827).

**SUPPORTING/REFERENCE DOCUMENTATION:**

Baptist Health South Florida's Code of Ethics

**RELATED POLICIES, PROCEDURES, AND ASSOCIATED FORMS:**

- BHSF Administrative Policy: 827 Employee Conflict of Interest Policy – Audit and Compliance
- BHSF Administrative Policy: 828 Vendor Sponsored Travel Policy – Audit and Compliance
- BHSF Administrative Policy: 829 Acceptance of Honorariums by Employees Policy – Audit and Compliance

**ENFORCEMENT & SANCTIONS:**

Enforcement of this policy will be performed by Baptist Health South Florida's Audit and Compliance Department. Failure to comply with or report a violation of a compliance program policy can lead to disciplinary action up to and including termination.